

3 FAM 7570 PROMOTIONS

(CT:PER-678; 06-22-2012)
(Office of Origin: HR/OE)

3 FAM 7571 APPLICABILITY

(TL:PER-401; 05-08-2001)
(Uniform State/USAID/BBG/Commerce/Agriculture)
(Applies to Foreign Service Nationals Only)

This subchapter applies to both permanent and temporary promotions.

3 FAM 7572 GENERAL POLICY

(TL:PER-401; 05-08-2001)
(Uniform State/USAID/BBG/Commerce/Agriculture)
(Applies to Foreign Service Nationals Only)

- a. A promotion is not entitlement. Promotions may be authorized as follows:
 - (1) When there is an established organizational and management need for the performance of higher level work;
 - (2) When funding is available;
 - (3) When the selected employee meets the waiting period requirements and has the knowledge, skills and abilities needed to do the work satisfactorily or better; and
 - (4) Other established requirements.

Promotions are not based on an employee's financial need, length of service, or time since last promotion. Employees are not qualified for, deserving of, or entitled to a promotion simply on the basis of meeting the minimum waiting period requirements.

- b. Heads of employing agencies at post are responsible for jointly establishing and maintaining uniform promotion policies that are consistent with these regulations and sound human resources management practices.
- c. Promotions may not be made retroactively. All promotion actions must be approved on or before the effective date by the designated authorizing official.
- d. The employee receiving a one-grade or multi-grade promotion is entitled to an adjusted basic salary at the lowest step of the higher grade that equals or exceeds present adjusted basic salary rate by the equivalent of two step-

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U.S. Department of State Foreign Affairs Manual Volume 3
Personnel

increases of the grade from which promoted.

3 FAM 7573 TEMPORARY PROMOTION POLICY

(TL:PER-401; 05-08-2001)

(Uniform State/USAID/BBG/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

- a. Temporary promotions may not be authorized where host country law and prevailing practice prohibit any reduction of an employee's salary at the end of a temporary promotion. Where an employee's salary may be reduced, temporary promotions may be authorized to compensate an employee for performing higher graded responsibilities that are assigned for more than ninety days, but less than one year.
- b. Temporary promotions may be terminated when the need no longer exists or upon the expiration of the temporary promotion, whichever comes first. Upon termination of the temporary promotion, the employee reverts to his/her previous grade and step.
- c. Time served on a temporary promotion is creditable toward the waiting period for within-grade increases (WGI) at an employee's regular grade. If an employee completes the WGI waiting period while on a temporary promotion, the employee is returned to the higher step rate of the regular grade upon termination of the temporary promotion. In other words, the WGI effective date remains the same.

3 FAM 7574 AUTHORIZING PROMOTIONS

(TL:PER-401; 05-08-2001)

(Uniform State/USAID/BBG/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

The head of each employing agency or designated agency official at post may authorize promotions of one grade. Two grade promotions up to the FSN-6 level may also be authorized by officials at posts in exceptional cases. Designated headquarters offices of employing agencies must authorize any other multi-grade promotions.

3 FAM 7575 ELIGIBILITY CRITERIA

(TL:PER-401; 05-08-2001)

(Uniform State/USAID/BBG/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

- a. To be eligible for a promotion all of the following minimum requirements must be met.

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Personnel

- (1) A properly classified higher graded position must exist;
 - (2) Funding must be available;
 - (3) Probationary period must be completed;
 - (4) Employee meets the minimum waiting period requirements and the qualifications of the higher graded position; and
 - (5) The supervisor's and employing agency management's written approval and request for action must be complete.
- b. Additional requirements may be established in writing by interagency agreement at post and/or the employing agency's headquarters.

3 FAM 7576 REQUIRED MINIMUM WAITING PERIOD

3 FAM 7576.1 Required Minimum

(TL:PER-401; 05-08-2001)

(Uniform State/USAID/BBG/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

The required minimum waiting period an FSN employee must serve in grade before becoming eligible for promotion to a higher grade is as follows:

- (1) FSN-5 through FSN-13—A minimum of 52 consecutive weeks in grade for all promotions to the FSN-5 level through the FSN-13 level; and
- (2) FSN-1 through FSN-4—A minimum of 26 consecutive weeks in grade for all promotions to the FSN-2 level through the FSN-4 level provided the employee has completed the established probationary period.

3 FAM 7576.2 Exception to Minimum Waiting Period

(TL:PER-401; 05-08-2001)

(Uniform State/USAID/BBG/Commerce/Agriculture)

(Applies to Foreign Service Nationals Only)

Designated headquarters offices of employing agencies may waive the minimum waiting period when exceptional circumstances warrant. All requests for waiver must be forwarded through the Embassy Human Resources Office.

3 FAM 7576.3 Effect of Non-Pay Status on Waiting Period

(TL:PER-401; 05-08-2001)

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Personnel

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The minimum waiting period between promotions is extended by two workweeks for each full pay period of time in a non-pay status. Periods in non-pay status of less than a full pay period do not affect the minimum waiting period requirement.

3 FAM 7576.4 Deferral of Promotion During Probationary Period

(TL:PER-401; 05-08-2001)

(Uniform State/USAID/BBG/Commerce/Agriculture)

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Promotions should not be authorized until an employee completes the established probationary period. A promotion indicates satisfactory performance and, under host country law, might be interpreted as automatic removal from probationary status.

3 FAM 7577 THROUGH 7579 UNASSIGNED